

PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

SCHEDULE NO. C-536	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1 of 2
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Dept. of Licenses & Permits

Animal Control Division

DEPARTMENT/AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<u>LICENSES</u> : Contains the name and address of the individual to whom license was issued and pertinent information about the animal.	Cut off at end of fiscal year, retain for five (5) additional years; then destroy.
2.	<u>WORK ORDERS</u> : Originated when an animal is picked up by Animal Warden.	Cut off at end of fiscal year, retain for three (3) additional years; then destroy.
3.	<u>DRIVER'S DAILY LOG</u> : Record of animal warden's daily activities.	Cut off at end of fiscal year, retain for two (2) additional years; then destroy.
4.	<u>VIOLATIONS</u> : Contains the name and address of the violation, nature of violation, name of issuing warden, and all departmental action.	Cut off at end of fiscal year, retain for three (3) additional years; then destroy.
5.	<u>EUTHANASIA RECORDS</u> : A listing of all animals euthanized at the Animal Control Facility.	Cut off at end of fiscal year, retain for seven (7) additional years; then destroy.
6.	<u>SPAY REFUNDS</u> : Records of refunds made to animal owners when the animal has been spayed.	Cut off at end of fiscal year, retain for two (2) additional years; then destroy.
7.	<u>TRANSMITTALS</u> : Receipts of deposits made to the Treasury Division from monies collected at the Animal Control Facility. Original is retained by Treasury.	Cut off at end of fiscal year, retain for two (2) additional years; then destroy.
CONTINUED----		

Eugene A. Lewis
SIGNATURE

Director, Dept. of L&P
TITLE OF DEPT/AGENCY REPRESENTATIVE

8/12/83
DATE

Shirley Harnel
SIGNATURE

~~Chief Administrative Officer~~
COUNTY RECORDS MANAGER

8/17/83
DATE

Schedule Authorized by Hall of Records Commission

SIGNATURE

TITLE

DATE

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

FORM-RM-1A
REV. 2/75
PGC# 1354A
8/75

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-536

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Item No.	Description	Retention
8.	<u>PENDING LICENSES:</u> Records of paid dog licenses never issued because of owner's failure to submit rabies certificate.	Cut off at end of fiscal year, retain for two (2) additional years; then destroy.
9.	<u>BITE CASE REPORTS:</u> Records pertaining to all animal bite cases in the County and departmental action.	Cut off at end of calendar year, retain for three (3) additional years; then destroy.
10.	<u>INVESTIGATIONS:</u> Records pertaining to complaints and animal cruelty and departmental action.	Cut off at end of calendar year, retain for three (3) additional years; then destroy.
LAST ITEM		